

Instructions for Sponsors Contracting with a Food Service Management Company

In accordance with 225.6(g) (2) the State agency has developed a standard form of contract for use by sponsors in contracting with food service management companies. Sponsors which are public entities, sponsors with exclusive year-round contracts with a food service management company, and sponsors whose food service management contract(s) do not exceed \$10,000 in aggregate value may use their existing or usual form of contract, provided that such form of contract has been submitted to and approved by the State agency.

All sponsors not exempted in the preceding paragraph shall use the *SUMMER FOOD SERVICE PROGRAM INVITATION FOR BID AND CONTRACT* form contained in this section and shall:

1. Submit the *SUMMER FOOD SERVICE PROGRAM INVITATION FOR BID AND CONTRACT* form, which includes the cycle menu to the State agency for approval prior to announcing the bid;
2. Submit a copy of the bid announcement to the State agency for approval prior to publishing the announcement;
3. Send a copy of the *SUMMER FOOD SERVICE PROGRAM INVITATION FOR BID AND CONTRACT* form to each food service management company approved to bid on SFSP contracts by the State agency;
4. Publicly announce the proposed contract at least once, not less than 14 calendar days prior to the opening of the bids, of the time and place of the bid opening;
5. Notify the State agency 14 days prior to the opening of the bids, of the time and place of the bid opening;
6. Submit a copy of each bid received to the State agency;
7. Submit a copy of the *Recommendation for Bid Award* form to the State agency;
8. Submit a copy of the contract between the sponsor and the food service management company along with the certification of independent price determination prior to the beginning of Program operation;
9. Submit a copy of the *Sponsor/Vendor Award Conference Checklist* to the State agency; and
10. Submit copies of any required bonds to the State agency within 10 days of awarding the contract.

Sponsors that are public entities and who are using their own bid and contract form must comply with all of the above with the exception that they may use their own bid and contract form.